



# LIFE-LINE YOUTH FOUNDATION

100 E. EUCLID, STE. 143

DES MOINES, IA 50313

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## Position Description

<b>Title: Activities Coordinator</b>	<b>Supervisor: Director of LLYF</b>
<b>Hours: Part Time (3 PM to 7 PM Monday through Friday during the school year)</b>	
<b>Status: Non-Exempt</b>	<b>Pay rate: \$12 – 15</b>
<b>Date posted: 4/22/10</b>	<b>Posting Expires: 5/7/10</b>
<b>APPLICATIONS ACCEPTED BY:</b> <b>FAX OR E-MAIL:</b> 515.256.8082 or ldavis@life-lineresources.com <b>Subject Line:</b> Activities Coordinator <b>Attention:</b> Life-Line Youth Foundation Director	<b>MAIL:</b> Life-Line Youth Foundation ATTN: Lee Ann Davis P.O. Box 580 Des Moines, IA 50302

**Purpose:** To plan and coordinate recreational program objectives, services and program curricula to Life-Line Resources participants and other at risk youth and their families.

### Required Capabilities/Competencies:

- Self-motivated, able to set priorities, meet deadlines and multi-task
- Experience providing recreational programming, and case management services
- Knowledge of human development, differing learning styles and at-risk behaviors
- Familiarity with school district services, juvenile justice system, community based organizations and social service providers
- Ability to deal with difficult situations
- Competent use of English language, both verbal and written
- Strong public relation skills
- Cultural sensitivity
- Licensed driver that is insured according to state and/or organization's requirements

### Key Responsibilities:

- Facilitate recreational curricula; document participant's progress and programming outcomes
- Implement, and analyze supporting materials associated with the programming
- Utilize appropriate assessment and intervention skills (probing, questioning, listening, etc.) to accurately evaluate the participant's needs.
- Maintain all records pertaining to the involvement of recommended programming and services
- Consult with schools, agencies, organizations to provide ongoing relationships building between participants, resources and referring entities.
- Participate in meetings relative to the program as assigned
- Compliance with Life-Line Youth Foundations policy and procedures
- Perform other duties as assigned by the Director